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ADM-10.7

DD/S&T-0962-64

17 March 1964

MEMORANDUM FOR: Assistant Director, OSI

ATTENTION:

SUBJECT: Submission of Unfunded External Research Contracts

1. In our discussion yesterday on the status of OSI FY 1964 funds, Col. Giller stated that OSI should submit to the Plans Staff, DD/S&T, those proposals which OSI would like to have undertaken in FY 1964 should excess funds become available.

2. The paperwork should come to Plans Staff with all work having been completed; i.e., the contractor's proposal should be received, requisition completed and ready to be forwarded to Office of Logistics, and the OSI Staff Study completed and signed. The Staff Study may contain the statement that "funds are available" and the funds-availability block on the requisition should be completed.

3. A memorandum addressed to the DD/S&T, attention Plans Staff, should identify the activities proposed for execution and should clearly state that the attached proposals are unfunded and are to be held until and if funds become available. The memo should state that funds had been indicated as available on both the requisition and in the Staff Study in order to expedite the processing of the paperwork and in the understanding that the statement would be valid only if additional funds became available to OSI.

/S/

Plans and Programs Staff
Deputy Director
(Science and Technology)

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